



Learner Rights and Responsibilities

The Institution is mindful about the wellbeing and achievement of all learners. We are committed to providing an enjoyable, safe and secure environment for all learners, staff and visitors. The Institution's learners should be guided by principles of openness, fairness and respect and should be able to engage in learning activities that strive for excellence.

The rights and responsibilities in this document apply to all learners and act as a guide to the policies and practices within the Institution.

Learner Rights

1. To have an environment where you have all the information and tools required to succeed in your study. You should expect to receive clear, accurate and up-to-date course advice about your courses and programme.
2. To have quality learning and teaching experiences from enthusiastic teachers who communicate effectively with you.
3. To be informed about what is expected of you as a learner.
4. To have access to information that will assist in your programme of study/course, including relevant policies and procedures that affect you as a learner.
5. To be supported in your learning by being supplied with up-to-date information and course content from staff who are sufficiently current in their respective areas of expertise.
6. To receive clear information on how and when assessments will be conducted.
7. To receive fair, timely and constructive information on your academic performance.
8. To be able to provide feedback about your programme of study/course and teaching in which you are engaged without fear or anxiety about giving feedback.
9. To receive information on changes to the programme of study/course as a consequence of feedback provided by learners.
10. To have reasonable opportunities to have a say about how the Institution operates and take a leadership role within the student community.
11. To be treated with respect by learners and staff.
12. To learn in an environment free from bullying, harassment, or discrimination, including all online forums.
13. To have access to clear and appropriate procedures for dealing with grievances.
14. To have reasonable access to facilities, learner support services, and appropriate resources.

You have the right to a safe and supportive environment and should feel comfortable asking questions or clarifying information with staff. Should you have any concerns or feel you are being disadvantaged, a good place to start is to talk to your programme manager/head of department or a member of the student success team.

Learner Responsibilities

The Institution's policies set general rules to protect people's health, safety, your rights and the rights of others. In exercising your rights as a learner, you are expected to accept the following responsibilities:

1. To take responsibility for your behaviour and for your learning.
2. To be self-motivated and self-directed, including undertaking preparation work when expected.
3. To actively participate in your programme of study/course.
4. To meet all obligations such as due dates for work and assessments.
5. To submit work that is your own.
6. Attend 100% of your classes and agreed appointments on time or notify your lecturer if you are sick.
7. To treat all individuals and property with respect.
8. To have awareness for the well-being and safety of others.
9. To participate in providing constructive and useful feedback on teaching, courses, and programmes of study.
10. To promote an environment that is safe and free from bullying, harassment and discrimination, including all online forums.
11. To make yourself aware of policies, procedures, and rules and to abide by them.
12. To use the resources and facilities of the Institution with care and respect for others.
13. To inform relevant people if you are unable to attend classes or assessments.
14. To take responsibility for your own personal property when on campus and respect the personal property of others.
15. To continue to meet these responsibilities when representing the Institution externally, including off-site excursions, practical or work experience.
16. To be aware and comply with the Copyright Act 1994, refer to the Academic Integrity Policy.
17. To be aware and comply with the Institution's position on intellectual property with respect to learner outputs or outcomes, refer to the Intellectual Property Policy.
18. To interact with the Institution's intellectual property in the manner that it was intended, and not share this property with third parties without written permission from the Institution.

Unacceptable Behaviours

The following behaviours are not acceptable at the Institution and may result in disciplinary action being taken:

1. Disruptive behaviour which interferes with the rights and learning opportunities of others.
2. Language and imagery which are offensive (may be verbal, written or electronic).
3. Hand gestures of an offensive nature.
4. Carrying or being under the influence of drugs and/or alcohol.
5. Smoking or vaping on campus except in designated areas.
6. Any threatening, bullying or intimidatory behaviour or acts of aggression, including having any kind of weapon.

7. Any other criminal behaviour is likely to result in police or legal investigation.
8. Inappropriate use of the Institution's computers or networks, including unauthorised access to Information Technology (IT) systems or IT services, cyber-bullying in any form or platform (whether done on or off the Institution's premises or networks).
9. Using the Institution's supplied network to view inappropriate material (whether the Institution's owned computers or on personal computers or personal devices).

Any learner found to be behaving inappropriately or illegally will be dealt with in accordance with the Learner Discipline Policy.